

THE COOPERATIVE FORUM

Chairman of the evening --

Dr. Henry Wiens

Opening announcements --

(2-3 minutes)

(see page 1 attached)

25X1A9a

Introduction of the speaker --

(3-5 minutes)

Speaker --

Lord Salter

Subject -- Relationships between highly industrialized and under developed areas

(It is customary for the speaker to outline his views in 20 or 25 minutes, thus permitting ample time for the discussion period.)

7th Inning --

Dr. Wiens

(5 minutes)

(see page 2 attached)

Discussion period -- to be handled by the chairman of the evening

(See cards listing persons in the sequence they are to be called on for questions)

Before beginning this period, please announce firmly that:

- (1) Both questions and answers must be delivered so that every person in the room can hear easily. (2) Each question must be extremely brief and to the point. Answers, too, should be brief. The objective is maximum audience participation.

Call the names of 4 persons from the first 4 cards, saying that they will be called on to ask the first 4 questions. Then announce that "the first question will be from (reread the full name) who is (read full title)." When No. 1's question has been answered, say "The second question will be from (read name and title)". After No. 3's question has been answered, read the names of the next 4 persons so that they may be "alerted" before No. 4 asks his question. Continue this procedure until 9:50 pm. (This is known as the "Senator Joseph C. O'Mahoney Method" because it was first introduced here by him. It enables the questioners to be prepared and makes it easier for the chairman to maintain control.)

When closing time draws near we often use the "Dr. Stuart A. Rice Method" -- any remaining questions are accumulated by the speaker and he then answers all or any part of them he wishes. (This consolidation is a time saving device which enables more of those listed to ask a brief question, requiring a minimum of time to answer.)

Closing announcements --

(see page 3 attached)

Dr. Wiens

(2-4 minutes)

Thanks to the speaker and other participants --

(2-4 minutes)

The meeting should adjourn promptly at 10 p.m.